

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Rotary-Wing Pilot Program Manager	
		Division and/or Subdivision Aviation Management Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento, CA	
		Class Title of Position Aviation Officer III (Flight Operations)	
		Position Number 542-065-1053-003	
		Effective Date 8/7/25	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the direction of the Senior Aviation Officer (SAO), the Aviation Officer III - Flight Operations, Rotary-Wing Pilot Program Manager will perform the following duties:		
15%	*Administer budget and provide management and oversight of Rotary-Wing flight operations for the department.		
15%	*Responsible for providing technical supervision and assistance in the selection of department pilots and contracted pilots assigned flight duties. *Develop and direct flight standardization and training programs for department pilots. *Ensure contracted pilots and aircraft meet or exceed the department's standards.		
15%	*Responsible for inquiries from the Director's Office and other agencies concerning the department's flight activities. *Act as a liaison and coordinate with various Programs, Regions, and Units on behalf of the CAL FIRE Aviation Sustainment and Compliance Branch. *Participate as a Subject Matter Expert (SME) on departmental and various cooperating agency committees. *Prepare briefings and other presentations are required. *Prepare other written and analytical projects assigned in support of the Fire Protection Executive staff, such as reports to the Governor's Office, Department of Finance, Legislative Analyst's Office and other commissions and organizations as required.		
10%	*Monitor and evaluate pilots on projects and emergency incidents. *Coordinate, monitor and evaluate the department's program. *Coordinate and schedule aircraft and pilots for administrative flights. *Advise the SAO and the department on aircraft sustainment and compliance related issues. *Ensure all Federal, State, and Department policies and procedures are adhered to.		
10%	*Monitor Rotary-Wing Program to ensure a safe and cost-effective operations. *Develop contract standards and specifications for the department. *Manage contract budget travel, vendor charge verification and invoice approval.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See Page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
Initials and date			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Function as the AMU Operations Duty Chief, as qualified, with delegated authority of the SAO; in compliance with 49 CFR 830.5-Immediate Notification, during regularly scheduled weekly coverage, the Duty Chief is "on-duty" 24-hours per day and must conform to all department policies and employee rules of conduct. *Respond immediately to all duty-related emails and phone calls, make decisions on day and night emergency use of staffing, aircraft, and facilities, and monitor the status of aircraft resources as the Duty Chief; this includes Flight Risk Assessment Tool (FRAT) notifications in support of 24-hour incident operations. *Shall provide briefings to the SAO and maintain readiness and qualifications to immediately respond statewide to aviation accidents/incidents as assigned as the Duty Chief.
5%	*Perform duties as a pilot in state-owned, leased, and/or contracted aircraft as authorized by SAO. *Maintain current airmanship proficiency in department aircraft as authorized by the SAO. *Perform contract management for the pilots and aircraft operations of departmental and contract exclusive use or call when needed aircraft. *Perform Operational Acceptance Check flights in the Department's aircraft. *Perform functional checks to ensure aircraft continue to meet prescribed flight characteristics.
5%	*Advise safety and maintenance on all aspects of aircraft flight and operations that may affect flight. *Advise airbases of aircraft operational use and airbase operations. *Advise on new pilot training, as well as recurrent training requirements for pilots. *Review and prepare a pilot training and standardization program. *Conduct State acceptance check flights after maintenance on Department aircraft.
5%	*Assist in acquiring aircrafts, monitoring, evaluating, and make recommendations for improving equipment, safety, facilities, and the air program relative to Rotary-Wing flight operations.
5%	*Participate in or provide technical support for aviation accident investigations and incidents for the department and other government agencies. *Ensure accurate records and documents are kept on all flight operations.
5%	*Fly administrative flights as authorized by SAO. *Act as a pilot in command of department aircraft as authorized by SAO. *Perform other duties as required to effectively manage the Department's Aviation Program.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: May be directed to act in a lead role for completing assignments involving other staff and teams. Must be able to logically organize and present positions, identify problems, and formulate recommendations. Must have ability to work independently and in the field with a minimum of supervision, and to form and maintain cooperative working relationships with staff at the federal, State, and local level. Incumbent must use tact and diplomacy in dealing with others. Must have the ability to speak before public gatherings and effectively present the Department's position and provide understandable technical information. Occasional travel for business-related activities may be required (up to 10% of the time).

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date
Personnel use only		<input type="checkbox"/> Posted to Directory	Initials and Date